

Department of Accounts

Payroll Bulletin

Calendar Year 2005

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the Payroll
Bulletin.....*

✓ CIPPS Beginners Payroll Training

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

| | |
|--------------------|-----------------------|
| Director | Lora L. George |
| Assistant Director | Cathy C. McGill |

Agency Training Courses

CIPPS Introductory Training Courses

The Department of Accounts will offer the Interactive CIPPS Beginners Payroll training course in October 2005. A brief description of the introductory training course and related date and location is outlined below. Please review the information and complete the registration request on the DOA web site for the course you or your staff would like to attend. In consideration of others in your agency who may want to attend training, please distribute a copy of this Payroll Bulletin to your Human Resources and Fiscal Officers. **All registrations for this class must be completed via the DOA web site: www.doa.virginia.gov. A confirmation will be sent to the email address provided with the registration.**

Interactive CIPPS Beginners Payroll Training

The Interactive CIPPS Beginners Payroll Training course accommodates agency personnel who have **no or limited CIPPS experience** and are directly responsible for processing payroll. The course will follow a lecture/on-line example format with the lecture focused on introductory-level CAPP topic material. **All attendees are required** to bring a copy of the **updated** CAPP topics listed **and** a copy of the Introductory Payroll Training Manual. Due to its interactive on-line requirements, this class will be held in the DOA Training Room and *is limited to 16 students*.

Agency Training Courses, continued

**Registration
Deadlines**

CIPPS Introductory Leave: register
by **October 3, 2005**

Interactive CIPPS Beginners Payroll: register
by **October 5, 2005**

**Interactive
CIPPS
Beginners
Payroll****CIPPS Beginners Payroll**

All attendees are required to bring a copy of the listed CAPP topics and Introductory Payroll Training Manual to this class. CAPP and training manuals are available on-line at the DOA web site at www.doa.virginia.gov.

Course Length: Lecture/ Example Completion/Online - Four full days (8:30 AM to 4:30 PM each day)

Date Offered: Lecture/Example Completion/ Online – **October 11-14, 2005**

Course Locations: DOA Training Room - 2nd Floor, Monroe Bldg.

Targeted Audience: Agency personnel who have not previously attended formal CIPPS Payroll training or would benefit from a review of this material *and* are directly responsible for processing payroll.

Course Synopsis: **Day 1** - Payroll Administration, CIPPS Processing, Overview and New Hires/Employee Set-up
Day 2 - Employee Masterfile Maintenance, Deduction Processing, and Time and Attendance
Day 3 - Special Payments, Certification, Manual Payments, Bonds, and Special Payroll Processing
Day 4 – Reports Review, and CIPPS/CARS Reconciliation

Agency Training Courses, continued,

CAPP Topics

Attendees are required to bring their copy of the following CAPP topics. Copies will not be available at training. *Be sure to bring the current versions from the web. The training manual is also found online on the DOA website and **will not** be furnished at training.*

| Section | Topic No | Topic | Section | Topic No | Topic |
|---------|----------|---|---------|----------|--|
| 50100 | 50105 | CIPPS Intro | 50500 | 50505 | Time and Attendance |
| | 50110 | CIPPS Navigation | | 50510 | Unpaid Leaves of Absences/Overpayments |
| | 50115 | Menu/Link | | 50515 | Special Payments |
| | 50120 | Automated Changes | | 50530 | Void Payments |
| | 50125 | Programmatic Data | 50600 | 50605 | Tax and Deduction Adjustments |
| | 50130 | Batch Processing/Balancing | 50700 | 50705 | Employee and Tax Masterfile Updates |
| | 50135 | Pending File | 50800 | 50805 | Certification Overview |
| 50300 | 50305 | New Employee Adds | | 50810 | Pre-Certification Activities |
| | 50310 | Rehires and Employee Data | | 50815 | Payroll Certification |
| | 50315 | Employee Tax Maintenance | | 50820 | Post-Certification Activities |
| | 50320 | Terminations | 50090 | 50905 | Monthly Reconciliation |
| 50400 | 50405 | Court-ordered Withholdings | | 50910 | Quarterly Reconciliation and Certification |
| | 50410 | Retirement – VRS and ORP | | 50915 | Cal. Year-end Recon and Certification |
| | 50415 | Retirement – Salary Reduction Plans | | | |
| | 50420 | Retirement – Cash Match Plans | | | |
| | 50425 | Group and Optional Group Life Insurance | | | |
| | 50430 | Health Insurance | | | |
| | 50435 | Flexible Spending Accounts | | | |
| | 50440 | Savings Bonds | | | |
| | 50445 | Direct Deposit | | | |
| | 50450 | Parking/Transportation | | | |
| | 50455 | Misc Employee Deductions | | | |